
HRMS UPDATE

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Location Code Mass Update

Effective 3/1/2000, the Location Code (Position Data 2) and Location (Job 1) fields for active, civil service positions and employee records were updated with the geographic location code provided by departments. Please keep in mind that all civil service positions and employee records should now have a 4-digit geographic location code entered in the Location Code (Position Data 2) and Location (Job 1) fields. (Note: The only known exceptions are positions/employees on the island of Niihau, and substitute positions who are assigned to cover an island.)

The following comments were entered in the Comments section (Position Data HI and Job 1) to explain the reason for the insertion/alteration of the 3/1/2000 row in the position and job modules:

- “Location Code field Changed from Island Code to New Geographic Location” was entered in the Comments field when the previous position/employee records (effective date less than 3/1/2000) reflected an island code in the Location Code/Location fields. The source of the value entered in the Location Code/Location fields was the data submitted by departments last year.
- “Loc Code Brought Forward” was entered when a geographic location code already existed on the previous position/employee records.

- “Location Code Updated” was entered when a 3/1/2000 record existed at the time of the mass update run. Depending on the value in the Location Code/Location fields, we overwrote the value in the Location Code/Location fields if the value was an island code or left the geographic location code where one already existed on the record.

If you're entering retroactive position actions with a 3/1/2000 effective date, make the necessary changes in Position Data 1-3 and HI and enter the type of action code(s) ***in front*** of the comments that were entered for the location code mass update.

EE04 Function of Organizational Codes

There is a U.S. EE04 Function field in the Department Table, which is used by the Administrative and Audit Division (AAD) to generate the State's EE04 report. Whenever adding new organizational codes or making changes to organizational codes, please provide CCR with the EE04 function code associated with the organizational unit. (Listing of values attached.)

New Job Codes for Workers Compensation Cases

Two new job codes, 77777 and 66666, have been added to the Job Code table for UH's ATP employees and legislative staff who file workers compensation cases. **DO NOT USE THESE CODES**

FOR CLASSIFICATION ACTIONS AND EMPLOYEE TRANSACTIONS.



NEW SYSTEM ENHANCEMENTS

Manager Level Changes on Exempt "Administrator" Job Codes

Changes were made to the manager level for job codes—22001, 23001, 24001, 25001, 26001, 27001, and 28001. The manager level for these exempt classes was changed from division administrator to non-manager because the manager levels of positions in these classes vary. (See Exempt Positions – Manager Level on page 4.)



JOB/TRANSACTIONS MODULE

SHIFT/RATE/FACTOR

The only valid values found in the Personnel Transactions module are Shift Work or N/A. Please disregard the remaining values found in the Employee Transactions Training Guide.

ACTION/REASON CODE--"LOA EXTENSION VS. NEW LOA"

Effective immediately, when reporting an extension of the same type of leave of absence, use **Data Chg/LOA** (Data Change/extend duration of LOA). When reporting a *different* type of leave action, insert a RFL action (sequence 0) for the former LOA and insert a new LOA action (sequence 1) with a new Expected Return Date.

- ◆ The Update Date field has been added in the Job History panel to reflect the date the transaction was inserted or the latest date it was corrected.
- ◆ The panel descriptions found in the Applicant Hire, Hire, Job and Job History have been shortened to allow the user to view more of the panel tabs on one screen.
- ◆ A drop down edit list box has been added to the Union Code field to identify the valid values for union codes.
- ◆ When the Birthdate field (found in Personal Data 2 panel) is left blank in the Hire/Applicant Hire process, the user will receive an Error message and will not be allowed to save the action.
- ◆ The fields currently not in use have been grayed out. The affected fields are found in the Job Data 1, 2, and 3, Differentials, Benefit Program Participation and Employment Data 1 & 2 panels.
- ◆ Although the REGULAR/TEMP and the EMPLOYEE TYPE fields on Job Data 2 are defaulted from the Position Module, (1) when Applicant Hires, Hires and

Add Concurrent Job processes are used, the system will default the REGULAR/TEMP field to **TEMP**.

(2) When personnel actions involving a change in position number is entered, the REGULAR/TEMP field should be the same as the previous action.

(3) The EMPLOYEE TYPE field is defaulted to **S**.

(4) Although the REGULAR/TEMP and EMPLOYEE TYPE fields are defaulted, both fields are modifiable.



REMI NDERS

- ♥ Please enter actions with effective dates up to and including **June 30, 1997** in the Job History panel. Actions effective **July 1, 1997** to current should be entered in the Job Data panel. Actions with effective dates July 1, 1997 and greater were found in the Job History panel.
- ♥ Use **caution** when entering the employee's social security number because incorrect social security numbers will result in delays in processing any actions until the problem is corrected.
- ♥ A user called to ask how to delete a differential that was no longer

applicable for an employee's action. Similar to inserting a row, place the cursor in the differential description field and select delete row, confirm the delete command and the entire row is deleted.

- ♥ As a courtesy to the gaining agency, please enter the rehire action as soon as possible (especially during the DAGS payroll deadlines).
- ♥ The Forms 5 printing for Job History actions is processed twice a week on Mondays and Thursdays.

Position Module

New Type of Action Codes (Position Track 1)

- **FIN** has been added to track changes to a position's funding information (e.g., program budget ID, means of financing codes, uniform accounting code, and/or percentage breakdown). CCR's staff is currently using this code whenever changes are made to the funding information for civil service positions. (Note: The funding panel is not currently available to departments because of programming changes.)
- **TCT** is a combination type of action code used to track actions where the job code and job title changes on the same effective date.
- **CNC** has been added to track new classes established as a result of an administrative review or appeal action. The request received date entered for this action is the date of notification (e.g., the date the Civil

Service Commission signs off on the decision and order).

New Tracking Status Codes (Position Track 2)

Two tracking status codes have been added to the system to assist departments in tracking the flow of paperwork. Departments are not required to use these codes.

- **DREC** has been added for departments to track the receipt of documents from CCR.
- **DPRG** has been added for departments to track the disbursement of paperwork to programs and/or employees after action has been taken on a position.

Exempt Positions- Manager Level

Please review the "Manager Level" field in the Position Data 1 panel for exempt positions with Job Codes 22001, 23001, 24001, 25001, 26001, 27001 and 28001. Determine the correct manager level for the position and make the appropriate changes to past records, if needed.



CCR Reminders

1. Remember to complete the Approved Level line (Position Track 1) whenever delegated actions are taken.
2. Please process actions on a timely bases as it affects the statistics that CCR takes off the system.
3. For delegated appeals (APD actions), please submit a copy of the Civil Service Commission's (CSC) Findings of Facts to HRD, CCR, and

enter the CSC's decision in HRMS on a timely basis.

If the appeal request is withdrawn, please submit a copy of the letter to HRD, CCR, and close the action in HRMS on a timely basis.

4. Please consult with CCR's staff, at 587-1010, **BEFORE** you **EDIT/DELETE** comments entered by CCR's staff in the Comments field (Position Data HI). Prior to HRMS, the data entered in the Comments field in our legacy system (PALS) had great significance in explaining changes made to the position record.
5. **DO NOT** enter data in the Description field (Position Data 1) for civil service positions.